



# THE ULTIMATE QC REVIEW

INGREDIENTS NEEDED	HAVE	NEED
Completed DSS-8207, Application for Food & Nutrition Services Benefits		
Completed DSS-8207B, Verification Workbook for Food & Nutrition Services Applications		
Completed Application for Recertification forms (DSS-2435, DSS-2435SSI) & indication of interview conducted		
Identity verified		
Expedite Screening completed on application / reapplication / late recertification		
Computer matches completed & reviewed		
Documentation included on ineligible / disqualified household members		
Residence verified		
Shelter expenses verified		
Utility expenses verified along with identification of primary heating / cooling source		
Daycare expenses verified and calculations are shown		
Medical expenses documented & verified (for those eligible to receive the deduction) & calculations are shown.		
Income verified and calculations are shown		
Resources verified and calculations are shown		
Documentation included regarding ability to meet household's needs if expenses exceed income		
Work Requirements explained and appropriate forms completed		
Change Reporting requirements explained to applicant / recipient		
DSS-8590, Food & Nutrition Services Program Client Record associated with application, recertification, and changes		